Career-Related Services

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School of UNDERGRADUATE STUDIES
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Women’s & Gender Studies
Career Options for Women’s and Gender Studies Majors

This booklet contains specific information about majoring in Women’s and Gender Studies at The University of Texas at Austin, as well as job opportunities related to these majors. Please use this booklet as an idea generator, rather than as a comprehensive list of all career options for Women’s and Gender Studies majors. The career descriptions were obtained from the Center for Strategic Advising & Career Counseling (CSA&CC) library resources and career websites (see listing of sources on last page).

The first section, “Direct Job Opportunities,” includes jobs that use the communication and critical thinking skills acquired by Women’s and Gender Studies majors. The second section, “More Job Opportunities,” lists jobs that are potentially available to all liberal arts majors who have related experience or coursework.

For Women’s and Gender Studies majors, there are many career options that require a master’s or doctoral degrees but do not require any particular undergraduate degree. Examples of these include law, international affairs, museum administration, librarianship, hospital administration, and many more. For careers requiring graduate education, please visit our library or speak to a career counselor.

The CSA&CC offers many other services and resources to help you with your career planning. These include:

- Career Counseling
- Career Assessment
- Career Information Library
- Internship Information
- Graduate School Planning Assistance

Visit our website at utexas.edu/ugs/csacc or call 232-8400 for more information.
MAJORING IN WOMEN’S AND
GENDER STUDIES AT
THE UNIVERSITY OF TEXAS AT AUSTIN

Departmental Website: www.utexas.edu/cola/centers/cwgs
Campus Location: WWH 401
Phone Number: 475-7858

DESCRIPTION OF MAJOR
Women’s and Gender Studies is an interdisciplinary major that focuses on the connections and social formations between gender, sexuality, race, ethnicity, and class. Issues of equality and power are explored in both national and transnational contexts.

EXAMPLES OF COURSES
WGS 301 Gay and Lesbian Literature and Culture
Will introduce students to some seminal texts in the queer literary canon and expand students’ understandings of literature and sexuality. Can we accurately identify a history of gay and lesbian identity? How might we read simultaneously through our own cultural lens, and with an understanding of the text’s historical period? Ultimately, students will assess queer literature not merely through their subject matter or the public identity of their authors, but also through methods of reading.

WGS 322 Surveillance and Social Control
Overview of theories in the sociology of social control, with a focus on risk, power, ethics and surveillance. We will examine historical transformations in social control and the distributions of power in U.S. and global contexts, with attention to gender, race and class. Course topics include prisons and punishment; the gaze, voyeurism and reality television watching; the Internet; travel and state borders; privacy; biometrics and the body.

WGS 340 Gender and Art in Muslim World
Women’s experiences in different cultures.
WGS 345 Global Gender Inequality
Patterns of gender inequality and women’s movements in different cultural contexts, with emphasis on the interface between gender and social organization, and between culture and politics. Includes the legacy of colonialism, the effect of globalization, and the interaction between local and national movements and the international discourse on women’s rights. Prerequisite: Upper-division standing.

Skills gained by Women’s & Gender Studies majors:
Ability to critically interpret information
Advocacy and social analysis
Research and information management
Ability to apply theory to practice
Highly developed written and oral communication
Ability to work well with diverse populations and build communities

DIRECT JOB OPPORTUNITIES

This sampling includes careers that use the analytical and advocacy skills typically acquired by Women and Gender Studies majors.

Book Reviewer/Theatre and Film Critic
Write critical reviews of literary, musical, or artistic works and performances (such as LGBTQ film festivals) for broadcast and publication. Attend art exhibitions, musical or dramatic performances, read books, or preview motion picture or television presentations that focus on gender issues. Analyze factors such as theme, expression, and technique, and make comparisons to other works and standards.

Canvassing Director
Supervise and train college students who educate citizens about issues of public concern and conduct door-to-door or telephone membership drives. Work for nonprofit and activist organizations such as the Public Interest Research Group or Clean Water Action.
Casework Supervisor
Supervise staff of social service agencies, volunteers, and social work students. Facilitate case conference meetings and evaluate staff performance. Assign caseloads and manage all clinical work of agency. Typically requires a master’s degree.

Conflict Resolution Specialist
Provide parties with ways to resolve disputes outside of the legal system. Recruit, train, and supervise volunteer mediators, manage cases, and promote conflict resolution to community groups. Work for community mediation center. Requires additional training in conflict resolution and volunteer experience is helpful.

Creative Media Producer
Conceptualize, strategize, create and produce long and short form video projects, interactive media, and motion graphic designs. Oversee pre-production, production, and post production. Work for advertising agencies, film production companies, television studios, and multimedia companies.

Diversity Officer
Research, analyze, and monitor staffing policies to achieve diversity goals. Conduct outreach activities to identify and attract qualified women and minority applicants for company openings.

Diversity Trainer
Help build work culture that is enhanced by differences, develop effective multicultural teams, retain diverse workforce, resolve conflicts between employers and employees, demonstrate compliance with federal guidelines.

Family Caseworker
Provide counseling, information, and referrals to families with concerns such as marriage, parenting, gender issues, employment, finances and health.
**Government Reform Activist**
Work for nonprofit organizations to bring about change in areas of government such as campaign finance reform, election laws, and increased citizen involvement in politics. Conduct research, testify at hearings, provide information to the public, and organize grass-roots activities such as rallies and phone banks.

**Historical Projects Coordinator**
Perform diverse duties such as: editing, preservation, research, writing, media presentations. Often manage projects, prepare budgets, administer grants. Employers include universities, historical societies, foundations, and government agencies.

**Investigative Journalist**
Find and uncover news and information important to a specific audience, working over days, weeks or months to put all the pieces of the story together. Research public records, court documents, historical archives, and specialized computer databases. Put people at ease and encourage them to divulge details in interviews. Organize information in spreadsheets and database computer programs. Substantiate all evidence before providing information to the public.

**Media Relations Specialist (Communications Consultant)**
Serve as the liaison between the company, person, or organization and newspaper, magazine and broadcast news editors and reporters. Work with other company specialists in public relations to develop corporate or product positioning strategies for specific media outlets. Plan photo, editorial, news and feature ideas to fit a publication’s or broadcast medium’s special promotions. Develop news and feature releases, and position the organization represented as an expert source. Organize media events and address information requests from the press. Collect and analyze media coverage of the company, person, or organization.

**Museum Education Officer**
Realize the potential of museum collections as learning resources for visitors and the wider community. Develop learning opportunities, which can be either informal or curriculum based. Act as liaison with area schools and plan field trips and other educational programs.
Patient Advocate
Work to represent the interests of patients/consumers in healthcare settings. Explain medical procedures, services, and policies, help troubleshoot patients’ concerns and problems, act as advocate for patient with health care staff. Provide resources, information, and referrals to patients and their families. Conduct training programs for medical employees.

Professional Blogger
Write ongoing blogs for websites of corporations, government agencies, and non-profit organizations. May work on a freelance basis.

Public Policy Analyst
Provide information and suggest policy initiatives to policy makers. Present findings to interested organizations and the media, analyze effectiveness of previous policies, and recommend changes based on findings.

Sales Representative
Assume responsibility for a product line at company serving specialized personnel, such as disabled or transgendered people and focus on sales in a particular territory. Travel in territory to meet with potential customers and attend sales conventions and trade shows. Communicate technical specifications of products to customers.

Social Service Agency Director
Direct all aspects of social service or nonprofit agency, including public relations, research, fundraising, and hiring. Meet with board of directors, establish programs and policies, and monitor all services of agency. Typically requires a master’s degree.

Victim Advocate
Educate crime victims and witnesses about rights and services available to them, provide information about criminal justice proceedings, lend emotional support and referrals to community resources, and act as liaison with criminal prosecutor. Work for District Attorney’s offices.
More Job Opportunities

This section lists other opportunities that may be available to all liberal arts majors. Entry into these careers usually requires internship or volunteer experience or relevant coursework in addition to a Women’s and Gender Studies degree. This is a sampling of job opportunities; for more options and ideas, please visit the CSA&CC career information library.

Advertising/Marketing/Sales

Advertising and Promotions Manager
Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

Buyer
Purchase merchandise directly from manufacturers and resell it to retailers (wholesale buyer) or purchase goods from wholesalers for resale (retail buyer). Become expert in particular kind of merchandise (such as clothing or electronics), stay informed about new trends, analyze customers’ buying preferences, and decide what merchandise employer will sell.

Customer Service Representative
Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Real Estate Agent
Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans. Requires a state license.
Sales/Service Manager
Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

**BUSINESS**

Internal/Financial Auditor
Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.

Insurance Agent
Assist companies and individuals in selecting the most appropriate insurance policies. Consult with clients, write reports, maintain records, and help process insurance claims. A professional license is required, and business courses can be helpful.

Loan Officer
Provide guidance and information for prospective loan applicants. Analyze and verify clients’ creditworthiness. May negotiate repayment plans with delinquent borrowers. Work for commercial banks, credit unions, and other financial institutions.

Management Consultant Analyst
Analyze business problems by collecting information from both internal and external sources, developing possible solutions, and then making recommendations to management team. Usually work for consulting firms, who hire recent college graduates for 2-3 year analyst positions.

Retail Manager
Oversee profitable operation of retail stores, including hiring and supervising employees, managing inventory, and managing the budget. May be responsible for merchandise promotions and advertising.
CORPORATE COMMUNICATIONS

Corporate Recruiter
Maintain contacts in the community and travel, often to college campuses, to seek qualified job applicants. Screen and interview applicants and makes job offers. Stay up-to-date on organizational hiring policies, equal employment opportunity, and affirmative action guidelines. Work for companies, government agencies, and non-profit organizations.

Human Resources Specialist
Create and carry out human resource programs and policies including staffing, compensation, benefits, immigration, employee relations, training and health and safety programs. Assess employees for promotion.

Meeting & Convention Planner
Coordinate all aspects of group meetings and conventions, including speakers, location, audio-visual equipment, and publicity. Work for nonprofit organizations, professional associations, hotels, corporations, and government agencies.

Public Relations Specialist
Write articles for internal publications, write press releases, assemble press kits, arrange speaking engagements, assist in fundraising activities. Work in a variety of settings: business, government, non-profit, and education.

Technical Writer
Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.

EDUCATION

College Admissions Officer
Evaluate freshman and transfer applicants; counsel and advise the general public including, but not limited to, prospective applicants, parents, faculty, and administration on admission-related issues; and participate in various recruitment and yield activities.
**Corporate Trainer**  
Develop and conduct individual, group, and classroom training for employees on a wide variety of subjects. Develop training manuals, handouts, procedures, and supplemental training materials. Other duties involve test creation and administration for the advancement of employees.

**Disability Services Coordinator**  
Serve as an advocate for students with disabilities. Work with faculty to understand and provide reasonable accommodations for students with documented disabilities. Promote disability awareness on college campuses.

**Elementary School Teacher**  
Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills. Public schools require teacher certification, but private schools do not.

**Residence Life Coordinator**  
Supervise undergraduate and/or graduate staff, develop residence hall community, respond to student concerns, manage administration and facilities, and participate in department initiatives and campus life.

**ENVIRONMENT AND OUTDOOR**

**Environmental Education Specialist**  
Plan, develop, and conduct programs to inform public of historical, natural, and scientific features of national, state, or local parks.

**Environmental Science and Protection Technician**  
Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health. May collect samples of gases, soil, water, and other materials for testing and take corrective actions as assigned.

**Green Marketing Analyst**  
Create innovative ways to introduce environmentally conscious products into the marketplace. Analyze sales data and consumer spending habits and consult with other marketing team members.
and graphic designers.

**Recycling Coordinator**
Design and implement curbside and drop-off recycling and hazardous waste programs through city governments or private firms. Conduct public outreach campaigns to educate people about the advantages of recycling. May ensure compliance with ordinances or apply for grants.

**Tour Guide**
Escort individuals or groups on sightseeing tours or through places of interest, such as national parks, industrial establishments, public buildings, and art galleries.

**GOVERNMENT**

**Legal Assistant**
Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

**Legislative Analyst**
Perform quantitative and qualitative analysis of information needed by legislators and other government officials. Evaluate policy issues and options, write reports, conduct briefing meetings, and respond to inquiries.

**Legislative Assistant**
Meet with lobbyists, arrange committee and subcommittee hearings, assist in developing legislation and amendments. Respond to requests for information, prepare memos and reports based on completed research for legislators.

**Lobbying Organizer**
Distribute information about a particular issue or organization, recruit volunteers, solicit funds, and organize such efforts as rallies, letter-writing campaigns, and voter registrations drives. Work for special and public interest groups as well as professional lobbyists.
Political Party Staffer
Work to advance a political party’s agenda by recruiting and training candidates, preparing for conventions, planning fundraisers and publicity events, and supporting elected officials. Internship experience is especially helpful.

HUMAN SERVICES

Americorps Volunteer
Serve full-time for a year in organizations and agencies throughout the country, work to fight illiteracy, improve health services, create businesses, increase housing opportunities, or bridge the digital divide. Benefits include an Education Award or an end-of-service stipend.

Community Organizer
Establish and organize community groups to solve social problems in the community. Assess strengths and weaknesses of existing resources and propose changes. Promote cooperation and coordination among government agencies, nonprofit organizations, and other community groups. Conduct research, prepare budgets, and assist in fundraising.

Social Service Caseworker
Help families and individuals secure assistance from social service agencies. Interview clients to understand degree and nature of problems and refer to appropriate community resources. May determine eligibility for financial assistance and/or advocate on clients’ behalf to government or nonprofit agencies.

Volunteer Coordinator
Recruit, train, schedule and provide supervision to volunteers at non-profit organizations. Arrange for on-the-job and other required training, supervision and evaluation of volunteers. Serve as liaison between administration, staff, and volunteers.

Youth Organizer
Manage and administer youth and community projects and resources; conduct needs assessment and plan and deliver relevant programs of personal and social education via discussions, arts-based activities, community/environmental
projects, residential activities, and outdoor/sports activities.

INTERNATIONAL

ESL/ESOL Teacher
Provide rigorous and appropriate instruction to international students that supports the acceleration of English and appropriate academic content. Serve as a liaison between the student, his/her family and the school, by providing cross-cultural information to all parties that foster positive relationships.

Foreign Service Officer
Analyze and report on political and economic developments, including agricultural trends, humanitarian and social conditions. Identify export markets, negotiate international agreements, and interpret US policies and interests for foreign governments, opinion leaders and publics. Issue visas to foreign nationals, provide development assistance, and arrange cultural exchanges.

Intelligence Officer
A member of the armed forces, police officer or civilian intelligence agency who specializes in the gathering, fusion and analysis of information and intelligence in order to provide advice to their government or another organization.

Interpreter/Translator
Enable the cross-cultural communication necessary in today’s society by converting one language into another. Must remain sensitive to the cultures associated with their languages of expertise.

Peace Corps Volunteer
Peace Corps Volunteers work internationally in the following areas: education, youth outreach, and community development; health and HIV/AIDS; agriculture and environment; business development; and information technology. Within these areas, the specific duties and responsibilities of each Volunteer can vary widely.
MEDIA/PUBLISHING

Copy Editor
Act as liaison between author, editor, and proofreader. Review manuscripts for grammar and style usage. May develop in-house style guide, supervise freelance staff, and handle author queries.

Copywriter
Write articles, bulletins, sales letters, speeches, and other related informative, marketing and promotional material for use by publication or broadcast media to promote sale of goods and services.

Grant Writer
Write and develop grant proposals, which includes conducting needs assessments and matching product needs with available funding. Work for government or non-profit agencies.

Staff Writer
Research and write articles for magazine. May write article promos, short features, author bios, or photo captions. May work on freelance basis or for one particular magazine.

Travel Writer
Write features with detailed, accurate, timely and up-to-date information regarding destinations, hotels, restaurants, tours, activities, etc, using a variety of sources of information. Involves thorough research and travel.

RESEARCH

Information Broker
Perform research for clients in business, healthcare, government, law, and science. Uses Internet, database, and library resources to find specific information. May also analyze information, write reports, and train clients in information retrieval. Often work for consulting firms or on freelance basis.
Institutional Researcher
Write institutional and policy histories; research and report on current issues, long-range trends; edit records; manage archives. Work for government agencies, private corporations, public archives and libraries.

Market Research Analyst
Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution. May use survey results to create a marketing campaign based on regional preferences and buying habits.

Publications Researcher
Research story and script ideas; maintain research files on topics and people; verify stories for accuracy. Work for newspaper, magazine, or book publishers.

Social Science Research Assistant
Assist social scientists in laboratory, survey, and other social research. May perform publication activities, laboratory analysis, quality control, or data management.

**SOURCES**


World Wide Learn: [www.worldwidelearn.com](http://www.worldwidelearn.com)

National MultiCultural Institute: [www.nmci.org/consulting/training.html](http://www.nmci.org/consulting/training.html)